

**Capital Improvement Planning Advisory Committee
Town of East Windsor
11 Rye Street
East Windsor, CT**

**MINUTES OF SPECIAL MEETING,
January 4, 2012 at 7:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Al Rodrigue, Dale Nelson, Joseph Sauerhoefer,
Richard Pippin, Len Norton, Joseph Pellegrini, and Kathleen
Pippin
Members Absent: Blaine Simpkins
Others: Cathy Cabral (arrived at 7:20 p.m.)
Press: None

I. Call to Order:

First Selectwoman Denise Menard called the Special Meeting to Order at 7:10 p.m., in the Scout Hall, 28 Abbe Road, East Windsor, Connecticut.

Ms. Menard gave to all members who were in attendance a file folder of requests from all departments which will be helpful while discussing and reviewing the 2012-2013 Capital Improvements Plan Requests.

II. Attendance

Dale Nelson
Len Norton
Joseph Pellegrini
Kathleen Pippin
Richard P. Pippin, Jr.
Joseph Sauerhoefer
Al Rodrigue
Denise Menard, First Selectwoman
Catherine Cabral, Treasurer

Ms. Menard informed the Committee of the recent changes of the emergency management department. At the moment, Ms. Menard will be the acting interim emergency management director replacing Mr. Blaine Simpkins. The Police Chief will be assisting her in the needs of that department. The request for the emergency management to purchase a portable generator are in the packets, but specifics about

same have not yet been obtained and will be forwarded to the Committee Members as soon as they are available.

III. Public Participation

None.

IV. New Business

A. Approval of Special Meeting Minutes of August 23, 2011

It was **MOVED** (Nelson) and **SECONDED** (Sauerhoefer) and **PASSED** (U) that the Capital Improvement Advisory Committee approves the minutes of August 23, 2011 Special Meeting, as presented.

B. To Review and Discuss the 2011-2013 Capital Improvement Plan Requests

Ms. Menard began discussing the projects which are listed indicating the budget will be presented.

- **Assessor**

The Assessor's Office is request is related to the Revaluation of Real Estate of October 1, 2017. The total estimated cost is approximately \$200,000. The project is scheduled to begin July 1, 2016 with bid requests to end February 28, 2018. The request is for FYE 2017 in the amount of \$40,000. This request would be listed in the five year plan.

- **Board of Education**

The Board of Education submitted eight project requests. Those requests are as follows:

1. Sanding and Finishing Gym Floor and Stages at BBES and EWHS. The gym floors and stage floors are in need of refinishing. The total estimated cost is \$25,000. The request is for FYE 2013.
2. Underground Tank Removal at Broad Brook. This is a mandated project that all underground storage tanks fall under Regulations of Connecticut State Agency (RCSA). The total estimated cost is \$67,850. The request is for FYE 2016.
3. Removal and installation of underground oil tank at the Middle School. This is a mandated project that all storage tanks fall under Regulations of

Connecticut State Agency (RCSA). The total estimated cost is \$90,000. The request is for FYE 2016.

4. Removal and installation of exterior doors at BBES and EWMS. The exterior doors do not close or lock properly. The estimated cost is approximately \$30,817. The request is for FYE 2013.
5. Removal and replacement of school countertops, sinks and faucets at BBES in 15 classrooms. Total estimated cost is approximately \$32,850. This request is FYE 2013.
6. Installation of surveillance and security equipment at all three schools, EWHS, EWMS, and BBES. Total estimated cost is approximately \$222,000. This request is for FYE 2013.
7. Removal and replacement of carpeting in EWHS and EWMS. The total estimated cost is approximately \$82,680. This request is FYE 2013.
8. Refurbish boys and girls bathrooms at BBES. The estimated cost is approximately \$53,000. This request is for FYE 2013.

A brief discussion was held regarding the requests. Concerns of not having any type of backup information for such requests were discussed along with discussions of what the responsibilities of the Town are and what responsibilities of the Board of Education are relating their maintenance budget. It was suggesting having a joint meeting with the Board of Education and Board of Selectmen to discuss this issue. It was also agreed to have the Superintendent of Schools and Business Manager come to a Capital Improvement Planning Advisory Committee Meeting to discuss their requests along with requesting any type of documentation backing up their estimates for such projects.

Ms. Catherine Cabral entered the meeting at 7:20 p.m.

- **Public Works**

The Public Works Department submitted seven project requests as follows:

1. Repair and addition to salt receiving and storage shed. The total estimated cost for such project is approximately \$32,360. This request is for FYE 2013. A proposal for such repair and addition was attached to the request. A brief discussion was held.
2. Town wide sidewalk maintenance and/or repair and replacement. The total estimated cost is approximately \$20,000 per year, and currently there are capital reserves through 2012 in the amount of \$125,000, and it is requested

that \$20,000 be requested each year from 2013 through and including 2017. Total five year cost is estimated at \$100,000.

3. Vehicle and equipment replacement. Funding allows the department to start a leasing program to replace a fleet of trucks that is ten years plus old, as well as other necessary equipment replacement. It is requested that \$90,000 be requested each year from 2013 through and including 2017. Total five year cost is estimated at \$450,000. A brief discussion was held.

4. Park and Recreation vehicle and equipment replacement. Funding allows the department to replace a vehicle and equipment that are old and require expensive repairs. It is requested that \$20,000 per year for FYE 2013 through FYE 2017. Currently in capital reserves is approximately \$29,740.

5. Town wide drainage. This is an ongoing maintenance and replacement of Town wide drainage system. Currently there is \$91,374 in capital reserves, and it is being requested that \$50,000 be funded for FYE 2013 through 2017.

6. Chip sealing roads. Chip sealing is done every year and is reimbursed by the State. It is requested that \$75,000 be funded for FYE 2013 through 2017.

7. Pavement Management System Upgrade. The system will recommend the repair of the most critical roads to insure safe road conditions. It is requested for FYE 2013 that \$20,000 be funded.

A brief discussion was held regarding funding projects and the possibility of bonding for capital improvements.

- **Treasurer**

Ms. Catherine Cabral, Treasurer, indicated that her department is requesting financial software which is estimated to cost approximately \$55,000. The software will include payroll, financial system and human resource component to replace ADP outsourcing and reduce expenditures.

Ms. Cabral indicated the last upgrade on software was back in the 1990s. Ms. Cabral fielded questions from the Committee Members regarding the software. It was asked if the recent audit had suggested an upgrade to the software. Ms. Cabral replied it was not a recommendation. Ms. Menard indicated that there are other software requests, which will be requested by the IT Department. After a brief discussion, it was suggested funding the project over a few years of approximately \$15,000 per year.

- **Human Services**

Ms. Menard discussed the requests of Human Services. One of the requests was for printers in the office. Ms. Menard indicated the printers and computers request, again, should be considered by the IT Department budget plan to upgrade and replace old computers and keep the Town's IT equipment updated. A brief discussion regarding office furniture and upgrading their office as the Senior Center has recently been upgraded.

- **Senior Center**

Ms. Menard indicated that the Town will have to actually start to consider a new Senior Center. Ms. Menard commented that after the Prospect Hill grant project is completed next year, the Town should consider apply for grant to fund a new building to house the Senior Center. Mr. Joseph Pellegrini remarked that applying for a grant of approximately \$500,000 would be beneficial for the Town since the residents of the Town are aging. Ms. Menard indicated that it has been discussed if a Senior Center is built, it could also be used as an emergency shelter with showers and other amenities. Presently, the Senior Center is housed in the same building the Broad Brook Fire Department which is not the best alternative. There is not enough room to provide services to the seniors, such as health services.

A brief discussion was held regarding the other requests including blinds and screens for the windows, computers and tires for the vans. It was mentioned that it was appreciated that the backup paperwork was attached to all the requests.

- **Parks and Recreation**

The first request from Parks and Recreation was scoreboard installation at East Windsor Park and Abbe Road Soccer Complex, three total scoreboards. It is being requested \$10,000 be funded for FYE 2013-2015 for a total of \$30,000.

The second request is for the Boundless Playground Phase II. This will complete the current playground to provide a fully inclusive playground for children with special needs and their able bodied peers and families. The total estimated cost is \$80,000; however, funds from grants may be sought to defer the cost. It is being requested that \$40,000 be funded for two years 2014 and 2015.

A brief discussion was held.

The next request from the department is basketball court refurbishing for courts at Pierce Park and Osborn Field which is estimated to cost approximately \$60,000. It was requested \$30,000 be funded for FYE 2013 and \$15,000 for FYE 2014 and 2015.

The last request was named East Windsor Park Projects. Those projects included updating pavilion bathrooms and kitchens, dredging of reservoir and replacement of lower drainage pipe and swimming area. The total cost for those projects are estimated to be approximately \$117,000.

A brief discussion was held.

- **Planning and Development**

The first request listed is the GIS-Continued Studies. This project request would benefit many departments in Town, including, Planning and Development, WPCA and Assessor. GIS is an ever growing project to develop new useful layers of data for all departments to use. Without development, the system becomes obsolete. Currently there is approximately \$38,556 in capital reserves and it is requested that this project be funded \$40,000 for FYE 2013-2015, \$30,000 for FYE 2016, and \$20,000 for FYE 2017. The request for the GIS Informational system again would benefit many departments in Town. The system has ongoing updates, downloading new data, annual software fees, and new studies. Currently the capital reserves has \$14,000 and it is being requested that \$15,000 be funded for FYE 2013-2017.

It was questioned if the GIS is IT related and a brief discussion was held again discussing the IT department budget requests and the shared services of the IT department with the Board of Education.

The next request discussed was permitting software. The software is required in order to streamline the permitting process. The request is approximately \$51,000.

- **WPCA**

Two requests were discussed. The first being GIS system which would be needed for data collection. Again, this GIS system would benefit many different Town departments. The estimated cost is approximately \$10,000. The other request discussed is roof repair. This is a 5 year project which is mandated by DEEP Inspector. The cost is estimated to be approximately \$200,168.

Ms. Menard indicated to the Committee that a joint meeting has been scheduled with the Board of Selectmen, Board of Finance, and WPCA to

discuss the expenses of the WPCA and the determination of what expenses are to be paid by the Town and what expenses to be paid by the WPCA. The meeting is scheduled for January 17, 2012.

- **Emergency Management**

The request is for a portable generator which can be moved throughout the Town during an emergency situation. An estimate has not yet been obtained along with any electrical contracting that would need to be performed. It was questioned about the Broad Brook Fire Department generator. It was discussed that generator works, but is not reliable.

- **Town Property**

The first request is for new parking stalls and overlay of the Town Hall parking lot. The parking lot needs to be resurfaced and expanded. It is estimated the cost will be approximately \$44,950. It is being requested that \$22,475 be funded over two years for FYE 2013 and 2014. A brief discussion was held about the parking lot and the challenges of same.

The second request is for the replacement of boiler at the Town Hall. The original boiler is from the 1960s and commercial boilers are rated for 25 to 30 years of service. Presently in the capital reserves is \$50,000 and it is being requested that \$50,000 be funded for FYE 2013-2016. A brief discussion was held about funding the boiler.

- **Police**

The Police Department is requesting to replace older, high mileage vehicles. The total five year cost is approximately \$399,720. The request is to fund \$66,620 for FYE 2013-2017. Ms. Menard indicated this is an ongoing plan.

The other request is for police lockers in the amount of \$6,567, which doesn't fall under the CIP budget due to the cost is lower than \$20,000, it should be coming out of the operating budget.

- **Broad Brook Fire Department**

The first request from the BBFD was a washer and dryer to wash gear and gear replacement. It is estimated to cost approximately \$75,000. It is necessary so that the department can stay compliant with NEPA 1851 in having safe gear that is not older than 10 years. It was questioned if Warehouse Point Fire Department had a washer/dryer and if so, it could be shared between the two departments. The discussion continued about replacing the old boiler at the BBFD. The boiler is over 40 years old and has been acting up lately.

The department is also requesting replacement of breathing apparatus to meet NFPA Standards. The total estimated cost is \$100,000 but it is being requested that \$25,000 be funded for FYE 2013. The last project request is the replacement of Engine Tank 339, 1990 Mack Pumper. The estimated cost is \$750,000 and it is being requested this project be funded for FYE 2013 – 2017.

A brief discussion was held.

- **Warehouse Point Fire District**

The first requested discussed was the thermal imaging cameras. The estimated cost is \$78,840. The cameras are needed to replace the current older cameras. Currently there is \$26,280 in capital reserves and it is being requested that \$52,560 be funded for FYE 2013. A brief discussion was held.

The request for a replacement brush truck service vehicle in the amount of \$100,000 was discussed. The fire district is currently operating with a 1969 Ford brush truck. It is requested \$50,000 be funded over two years 2013 and 2014.

The last two requests discussed were the replacement of a fire truck in the amount of \$1,000,000 and replacing the parking lot at the Bridge Street Fire Station. A brief discussion was held.

C. Set Next Meeting/Presentation Dates

Ms. Menard indicated that meeting/presentation dates needed to be scheduled so departments can present to the Committee their requests. Questions can be addressed to the departments at that time. After a brief discussion, it was decided the Committee would meet on the following dates:

January 12, 2012 at 6:00 p.m., General Government Presentations

January 19, 2012 at 6:00 p.m., Public Safety

January 23, 2012 at 6:00 p.m., Board of Education/IT

All of the meetings will be scheduled at the Town Hall.

V. Adjournment

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that the Capital Improvement Plan Advisory Committee adjourns the January 4, 2012 Special Meeting at 9:00 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary